

VACANCY ANNOUNCEMENT

(U.S. Chief of Mission's Residence Maid/Housekeeper)

OPEN TO: All Interested Candidates (women are encouraged to apply)

POSITION: Maid/Housekeeper (13-007)

OPENING DATE: January 13, 2013

CLOSING DATE: January 27, 2013

WORK HOURS: Full-time, 48 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Please note that this is **NOT** an Embassy official position/employee and the incumbent will be working directly for the Chief of Mission as a member of their personal residence staff.

Major duties and responsibilities:

Employee serves as the Maid/Housekeeper at the Chief of Mission's Residence. Responsibilities are as follows:

- Responsible for cleaning all rooms, bedrooms, bathrooms, etc., for the Ambassador and family and guests staying in residence.
- Assists in preparation of table setting, flower arranging etc., for official functions.
- Helps serve at receptions and any other special events at the Residence,
- Wash and iron clothes.
- Responsible for any laundry and ironing guests might need.
- Assists with food preparations when needed.
- May perform other duties as assigned.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Completion of elementary school is required.

Experience: Two years of Maid/Housekeeper work experience in large organizations – NGO, military, government, commercial or residential is required.

Language: Level II (limited knowledge) of English language and Level II (Limited Knowledge) speaking/reading in Dari language is required.

Knowledge: Experience in proper use and safe handling of various cleaning materials and equipment is required. Incumbent is also required to have experience in doing laundry and ironing.

Abilities and Skills: Must be able to operate various cleaning equipment.

SUBMIT APPLICATION TO

Human Resources Office, U.S. Embassy Kabul

Attention: Chief of Mission's Maid/Housekeeper

Or through e-mail to this address: kabuljobs@state.gov